

Project Close-out Checklist and Tips for NPS Grantees

Before the ESSD Nonpoint Source Program Administration Section closes out a project, all grant contract obligations must be met. The items below must be in the "official file" in Lansing (these items are files held by the financial analyst):

If grantees have not previously submitted all of the following listed below, they will be asked to do so before the withholding amount is released. The items needed in the file for final closeout are:

- Copies of all [Amendments and Notice of Change \(NOC\)](#)
 - [TIP: Grantees copy the Project Administrator \(PA\) and Financial Analyst \(FA\) on all NOCs](#)
- Copies of all quarterly reports, with supporting documentation and proof of payment for Clean Michigan Initiative (CMI) Grants (and some Federal 319 grants)
 - [TIP: When reporting BMP data, be sure to follow the instructions.](#)
- DEQ approval letters/memos for Quality Assurance Project Plans (QAPP) for monitoring and social surveys, as applicable
 - [TIP: See Water Quality Monitoring QAPP](#)
 - [TIP: See Social Survey QAPP](#)
- [Final report](#)
- [Fact sheet](#)
 - [TIP: See Fact Sheet Creation Instructions](#)
 - [TIP: See Fact Sheet Template](#)
- All Information and Education (I/E) products created during the project.
- Before and After Photos. Final reports must include before and after photographs of all sites where BMPs have been implemented as part of the project (grant-funded and as match). **New Policy note: Effective October 1, 2005 before and after photos are required with status reports to verify that sites have been completed.**
- Four (4) hard copies and one (1) electronic copy of all products identified in the contract must be submitted with the final report
- Release of claims letter
 - [TIP: See Sample Release of Claims](#)
- Verification that the grantee met or exceeded their match commitment

Once Lansing Grants Unit Staff review the final report, fact sheet, BMP data, and grants database to ensure they correspond with each other, final payment will be made.

TIP: Grantee's need to compare their final report, fact sheet and any BMP data to each other and make sure that any discrepancies are taken care of before submitting final materials to the DEQ. Grantee's might also request a copy of the BMP data previously reported, from the DEQ PA, to make sure grantee records match those in the NPS database. Doing this will ensure quick payment.



Final Project Reports

What they are:

Reports summarizing the project's goals, accomplishments and lessons learned, completed at the end of a contract. These final reports do not have to be long. The intent is to provide information to EPA, the Michigan Legislature, and other grantees to show successes, and help other grantees succeed in their projects.

What is required in a Final Project Report:

- A narrative which includes at a minimum the following information:
 - Project name, grantee name.
 - Project goals and objectives. Project goals are the overall goals for the project. Objectives are the tasks included in the work plan.
 - The extent to which the goals and objectives were met. Include an analysis of the portions of the project that were successful, those that were not successful, and the barriers to success. Also, include any challenges or obstacles that were identified and how they were overcome, or why the grantee was unable to overcome them.
 - A description of the environmental and other benefits of the project, including a summary of all BMPs implemented, and pollutants reduced. Also, include:
 - Any other "spin-offs" that resulted from the grant, such as any ordinances that are being developed or that were passed in surrounding areas.
 - Any significant information/education or outreach activities or other ways public input was provided.
 - Any evaluation that was done as part of the project.
 - A list of all partners—including ones that weren't participating at the beginning of the project—and their contributions.
 - A list of all products that were completed.
 - Information on project sustainability (i.e. any activities that will continue after the grant-funded project has ended).

Note that information submitted by grantees is publicly available. Central Program staff are responsible for reporting to the Michigan Legislature and EPA, and may provide copies of any or all of the grantee's products.



- **Project Fact Sheet.** In order for the NPS Program to share the most essential information about a project with the legislature or EPA, all grantees will be required to develop a project fact sheet that summarizes their project. This fact sheet should include:
 - The project name and tracking code.
 - Amount of grant and matching funds.
 - Project duration (month/year to month/year).
 - Applicant name, address, phone and contact person.
 - Project location: primary county/map.
 - Project partners.
 - A summary of the project, including the project goals.
 - Project accomplishments.
 - BMPs implemented and related costs.
 - Pollutant reduction information, as appropriate for the project.
 - Before and after photos of one or more sites.

Presented in one or two pages, these summaries will also allow grantees to share their successes easily with other projects or to use in submitting grant applications.

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